

Job Description

Missouri State Highway Patrol

Class Title: Criminalist II - Firearm/Toolmark

Title Code: V00516

Effective Date: 08/11/93

Date Reviewed:

Date Revised: 11/16/06

Immediate Supervisor: Criminalist Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a responsible professional and technical position. Work includes performing complex and technical work in the scientific analysis of physical evidence. The employee may assist in the training of other criminalists and laboratory technicians. Work is performed under general supervision of a superior who makes assignments and provides advice and assistance in complex work methods; however, the employee is expected to work with considerable independence within the framework of established procedures and policies.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Regularly processes, compares, and examines physical evidence (e.g., firearm, toolmarks, footwear and tire tread identification, serial number restoration, and evidence photography) from crime scenes.

Prepares and examines casework which requires a more advanced level of experience; assists senior examiners in advanced level casework.

Participates in crime scene investigations as needed (e.g., lifts, preserves, and examines evidence).

Prepares evidence and exhibits; appears in court as an expert witness; maintains report files; issues periodic and special reports as assigned.

Assists instructors conducting training of law enforcement personnel about collection and analysis of physical evidence.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., reference criminal evidence and crime laboratory procedures.

Performs photography as required.

Performs job related travel.

Assists other criminalists and laboratory technicians in processing physical evidence.

Participates in the proficiency testing program for the section.

Reviews procedural manuals, publications, etc., within the chosen/related discipline.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the practices, procedures and methods used in processing physical evidence.

Knowledge of the preparation of evidence for presentation in court.

Knowledge and practice of safety rules and procedures in regard to laboratory equipment and chemicals.

Ability to learn and use a personal computer and a variety of laboratory and firearm related programs.

Ability to read and write, and speak proper English.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate records and reports.

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of laboratory work and tests.

Ability to perform microscopic work for extended periods.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend findings of fact in court.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to compile and prepare information for presentation (e.g., mock trials held in the laboratory, depositions and actual court expert testimony).

Ability to recognize and identify minute details.

Ability to assist other criminalists and laboratory technicians in processing physical evidence.

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment, photography equipment, and chemicals.

Ability to work with evidence that may be soiled, decomposed, or contaminated with body fluids and tissues.

Willingness to attend autopsies and collect and package evidence from autopsies.

Ability to transport tools and equipment necessary to conduct crime scene investigations.

Ability to perform job-related travel (e.g., appearing in court, conducting crime scene investigations and attending training meetings, seminars, etc.).

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree in one of the natural sciences or a closely related field. **Core** coursework must include both Algebra and Trigonometry (coursework in Calculus can be substituted for the Algebra and Trigonometry) and at least one semester of general chemistry with lecture and laboratory components. A minimum acceptable grade of C or equivalent in these mathematics classes, chemistry classes, and the core baccalaureate major courses are required. Core courses with grades less than C must be resolved by retaking the course and achieving a grade of C or equivalent. Prior job experience will not replace these minimum academic requirements.

OR

Previously been qualified and hired as a Criminalist I - Firearm/Toolmark in the Missouri State Highway Patrol Crime Laboratory System or equivalent experience in another ASCLD/LAB accredited laboratory.

AND

Possess at least two years of experience as a Criminalist I - or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid drivers' license at the time of appointment.